

OFFICE OF STATE COURTS ADMINISTRATOR

Employee Benefits Information

Semi-monthly vacation accrual for full-time employees based on years of service

0 - 10 years.....5 hours per pay period
 10 - 15 years.....6 hours per pay period
 15 years and over...7 hours per pay period

Semi-monthly sick leave accrual for full-time employees....5 hours per pay period

Maximum amount of 80 hours annual leave and all accumulated sick leave may be transferred by employees coming directly from state agencies or other agencies having signed reciprocal agreement.

Pay Periods.....We are on a two-week lag payroll system paying twice a month: Hours worked from the 1st through the 15th will be paid on the last working day of the month; hours worked from the 16th through the last day of the month will be paid on the 15th of the following month.

Missouri State Employees' Retirement System <http://www.mosers.org>

- ✧ Retirement Plan...State financed – employee is vested after 5 years of employment
- ✧ Life Insurance.....State pays for life insurance for employee in the amount of the employee's annual salary. Optional Life available but paid by employee -up to six times employee's annual salary; \$800,000 maximum Rates are determined by amount of coverage and age of employee. Spouse and dependent coverage also available.
- ✧ Long-term Disability...Benefit is 60% of monthly salary less taxes. Eligibility begins after 120 days of disability.

Missouri Consolidated Health Care Plan <http://www.mchcp.org>

- ✧ **Medical Insurance** – Three options to choose from - two HMO's and one Co Pay Plan. Coverage and rates vary, depending on which plan you choose and where you live or work. Ranges of monthly rates are shown below.

Employee only.....	\$29 up to \$121
Employee and spouse.....	\$202 up to \$417
Employee and children.....	\$45 up to \$204
Employee and family.....	\$258 up to \$540

Deferred Compensation <http://www.mocsplans.com>.....Deferred Compensation plans are available as a pre-taxed deduction and eligibility begins with employment. After one year of employment, as long as the employee is contributing \$25 per month, the state will match that contribution.

Cafeteria Plan ...Provides tax-free purchase on employee's health, dental, and vision premiums, medical and dental fees, prescription drugs, and dependent care assistance.

Missouri Credit Union <http://www.Missouricu.org>.....Available through payroll deduction

Travel Reimbursement....Fleet of state-owned vehicles usually available. Reimbursed 41.5 cents per mile, if you must provide own transportation. Reimbursed meal allowances and reasonable hotel accommodations

Probationary Period... Six months minimum. Upon successful completion of probationary period, employee may be eligible for a one-step pay increase (approximately 2%).

Political Activity..... As a condition of employment, employees must sign an oath stating they will not participate in partisan politics.

Background Check...Offers of employment will be contingent upon a clear criminal history check, verifying no criminal convictions other than minor traffic violations.

Tuition Reimbursement....Provides reimbursement for a percentage of tuition fees associated with successful completion of undergraduate and graduate courses.

Reimbursement rates are based on final grade: 100% = A 75% = B 50% = C

NOTE: TUITION REIMBURSEMENT IS NOT AVAILABLE AT THIS TIME DUE TO BUDGET CUTS